

## Search for Empl ID Job Aid

### Purpose:

This job aid will help you locate the Empl ID for a MERS employee, or view all of the Empl IDs for all employees in your organization.

### Steps

### Screenshots

1. Navigate to the **Search by National ID** page: **Main Menu > Core-CT HRMS > Workforce Administration > Personal Information > Biographical Information > Search by National ID.**
2. Enter the employee's Social Security Number in the **National ID** field.
3. Click the **Run** (">>") button.

### Search by National ID

National ID

\*Search in Employees / Contingents / POI >>

**Lookup by National ID**
Personalize | Find | View All | 
First 1 of 1 Last

National ID	Empl ID	Name	Country	National ID Type



**Note:** To view the Empl IDs for all your employees, leave the National ID field blank, and click the Run button.

4. The employee's National ID, Empl ID, and Name will be displayed.

### Search by National ID

National ID

\*Search in Employees / Contingents / POI >>

**Lookup by National ID**
Personalize | Find | View All | 
First 1 of 1 Last

National ID	Empl ID	Name	Country	National ID Type
111-44-7111	216544	Dixie TaleSpin	United States	Social Security Number



**Note:** To reorder the results, click the column headers (i.e. National ID or Empl ID).